



Arizona Department of Education
Health & Nutrition Services Division

HNS # 24-2021

MEMORANDUM

To: School Food Authorities operating the National School Lunch Program and/or Seamless Summer Option

From: Melissa Conner, Associate Superintendent

Date: August 3, 2021

Subject: Reporting Students Determined Newly Eligible for Program Year 2021 Summer P-EBT

Original Signed

Arizona Department of Education (ADE) released [HNS 18-2021: Summer 2021 Pandemic-Electronic Benefit Transfer](#) providing School Food Authorities (SFAs) guidance on Summer Pandemic Electronic Benefit Transfer (P-EBT) eligibility and anticipated issuance. The purpose of this memorandum is to provide SFAs guidance for reporting students who are determined as newly eligible for Program Year (PY) 2021 Summer P-EBT and to announce the extended deadline to report the student data referenced in previous memorandum.

Data Reporting

USDA has required SFAs to identify and report newly eligible students during the covered summer application period for Summer P-EBT, June 1, 2021, to July 30, 2021. ADE will be opening a new ADEConnect application titled *CNP P-EBT Eligibility*, to allow SFAs to indicate which, if any, students are newly eligible for Summer P-EBT. ADE anticipates the portal will be available at the end of August. SFAs must contact their Entity Administrator for permission to access the *CNP P-EBT Eligibility* application and **report student information no later than September 24, 2021**. Arizona Department of Economic Security (ADES) anticipates issuing Summer P-EBT benefits for the reported newly eligible students beginning in October.

The *CNP P-EBT Eligibility* portal will allow SFAs to view School Year 2020-2021 (SY 20-21) enrollment data for all students who were enrolled during the school year. The enrollment records in this portal are populated from Arizona Education Data Standards (AzEDS) or manually submitted enrollment rosters from non-AzEDS reporting schools for School Year P-EBT. For each student, the portal will display protected student information to include State student identification number (SSID), student name, student birth date, enrollment records and indication of enrollment in the last month of the school year, along with a checkbox for the SFA to designate if a student is eligible to receive Summer P-EBT. Once all newly eligible students have been marked, SFAs will click "Save." SFAs may access and update the portal through September 24, 2021. At close of business on September 24, 2021, the saved

data will be locked in the system and will be sent to ADES for summer issuance. ADE will not accept any designations after September 24, 2021.

Students with previously established free or reduced eligibility during SY 20-21 will be marked as already receiving Summer P-EBT and no action is needed for these students. Students enrolled in sites that participated in a Special Provision Option (SPO) Provision 2, Provision 3, or Community Eligibility Provision in SY 20-21 automatically qualify for Summer P-EBT; therefore, students enrolled in an SPO site in SY 20-21 will not be editable in the portal.

The SFA will not submit any supporting documents but must maintain all records to support free or reduced-price eligibility status reported for purposes of Summer P-EBT eligibility. Information reported in this portal will not relay information to AzEDS for recording individual student eligibility for SY 21-22.

Important Dates

July 30, 2021: Deadline for households to submit school meal applications for purposes of Summer P-EBT eligibility.

August 30 – September 24, 2021: Request permissions in ADEConnect for *CNP P-EBT Eligibility* and report newly eligible students to ADE.

September 24, 2021: Deadline for SFAs to designate Summer P-EBT eligibility for newly eligible students to ADE.

October 2021: ADE to send students certified as eligible to ADES.

October 2021: ADES to issue Summer P-EBT to newly identified eligible students.

If you have questions concerning this guidance, contact ADE's direct P-EBT customer service line at 602-542-8700, option 4, or email PEBTinbox@azed.gov.

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